

# Express Online Signature Form

(Submit after Completing Online Registration)

Please complete one (1) form for each child being enrolled in Express.

|                       |                      |             |  |
|-----------------------|----------------------|-------------|--|
| Parent/Guardian Name: |                      | Child Name: |  |
| Child's Birth Date:   | School/Express Site: | Grade:      |  |

### Emergency/Field Trip Permission

In case of injury or sudden illness, I hereby give authority to any hospital or doctor to render immediate emergency aid/or any medical, surgical or hospital care, treatment and procedures as might be required at the time for my child's health and safety. I also give my permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I understand that any expense for this service is my responsibility.

Field trips are planned as part of the express program. I understand that I will be notified at least one (1) week prior to any field trip. Prior arrangements may be made for pick up from a field trip location. I am aware that I cannot drop off my child at a field trip location. If I choose not to have my child attend any of the field trips, I need to make other arrangements for the day.

### Billing Information

**Minimum enrollment** is three morning or afternoon sessions per week for six consecutive weeks.

**\$50** non-refundable fee per family is due at time of pre-registration for the upcoming school year, to reserve your enrollment. This \$50 family fee applies toward the \$50 per child registration fee payable with the first month's tuition. The \$50 per child registration fee is paid each school year. A \$5.00 non-refundable paper statement fee will be assessed for paper invoices and/or duplicate statements.

**Payment is due by the 1<sup>st</sup> of the month and must be received in full by the fifth (5<sup>th</sup>) of same month. Late**

**Payment Fee** is assessed after the 5<sup>th</sup> and is 10% of the unpaid balance, not to exceed \$50 per month. Childcare services will be interrupted on accounts where payment in full is not made by the end of the current month. If childcare is interrupted, your child will not be allowed to attend express until your balance is paid in full. **Schedule changes** must be submitted in writing to the Express Billing Office (e-mail/fax/written note) by the 23<sup>rd</sup> day of the current month to take effect the following month and accommodated based on space availability.

**Withdrawal notification** must be submitted in writing (e-mail/fax/written note) to the Express billing office ten (10) business days (2 weeks) prior to the withdrawal effective date. Parent/guardian is responsible for all charges up to and including the effective withdrawal date. Final payment on accounts is due ten (10) days after the final statement date.

**25% discount** for December and April and **50% discount** for June.

**Sibling Discount – 15%**

**\$5 for each 5 minutes or portion thereof** charged for drop-off before 6:30 a.m. and pickup after 6:00 p.m.

We are only able to provide families with one childcare account per child. We cannot accommodate two separate parent/guardian accounts for scheduling and billing purposes.

I have read and understand the terms of the billing contract and accept full responsibility for all childcare fees incurred under the contract.

I further agree that I have read the Billing Agreement, that I understand the role of Express, and that I will abide by all rules, regulations, policies and procedures of the program.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_